

CITY OF GUNNISON
PARK USAGE POLICIES
Accepted by Council May 24, 2005

VENDING

Persons, groups, or organizations wishing to utilize a public park for Arts & Crafts sales, dinners, lunches, etc. on a for-profit basis must obtain permission from the Parks and Recreation Department and complete a Special Events permit available at City Hall or the Parks and Recreation Department office. A park rental fee will be assessed to the user based on a fee schedule established by the Parks and Recreation Department.

It is the responsibility of the sponsor/organizer of the event to obtain the necessary sales tax licenses from the City Finance Department and Transient Merchant license if applicable, from the City Clerk's Department, and assume the responsibility for any liability associated with the event. The exemptions for a Transient Merchants license are AA Gunnison County non-profit organization, civic organization, or church which engages only in occasional sales or fund-raising drives shall not be considered a transient merchant. A person participating in an event sponsored by a local government, a Gunnison County non-profit organization, civic organization, or church which involves multiple vendors shall not be considered a transient merchant. Any insurance policy must name the City as co-insured. Signing the indemnification release on the back of the events permit holds the City harmless from liability associated with the event.

GENERAL RULES FOR FACILITY USE

- A. Reservations for use of City of Gunnison Park facilities must be made with the City Parks and Recreation Department.
- B. The sponsor/organizer of the event must fill out a special events permit with the City, available at City Hall or the Parks and Recreation office. The sponsor/organizer is responsible to address any issues noted by City staff on the permit. Any multiple rentals consisting of more than 4 or more separate or consecutive days must be approved by City Council.
- C. Any person, group, or organization wishing to utilize the park for the purpose of fundraising on a not-for-profit basis may do so with permission from the Parks and Recreation Department. Any organization or individual vending any items in Jorgensen Park while City concession stands are in operation may not vend items that compete with concessions offered by the Gunnison Parks and Recreation. Contact the Parks and Recreation Department for a menu of items offered. All fundraising in City parks must receive written approval from the Gunnison Parks and Recreation Department no less than 5 working days prior to vending.
- D. Persons, groups, or organizations wishing to use facilities for other events (reunions, wedding receptions, etc) must pay fee according to fee schedule. Persons using the facilities for-profit basis must pay fee according to fee schedule.
- E. Rental fees:
See Rental Rate fee schedule at the Parks and Recreation Department.
- F. Reservations for exclusive use of any parks or facilities there-in where alcohol consumption, serving or give away, take place at the party(s) reserving the facilities are responsible to ensure that the alcohol use is confined to the area designated by the permit. If alcohol is to be sold, or any charge made to attend, the party reserving the facility must obtain a special events liquor license from the City Clerk's office in City Hall. Obtaining a special events liquor license requires approximately 45 days. To avoid injury, no glass containers are allowed within City parks.

- G. Set-up will occur during the morning of the event. 5:00 a.m. will be the earliest set-up time. All exhibits will be dismantled by the user at the conclusion of the event.
- H. Park curfew is 12:00 midnight. Bands or loud music will end at 11:00 p.m. and not begin prior to 8:00 a.m. Any event request to waive the curfew must be approved by City Council.
- I. To avoid damage to underground utility lines and/or irrigation systems, the utilization of any stakes penetrating the ground must be approved by the Parks and Recreation Department. All stakes will be removed by user upon the conclusion of the event. Use of the line chalker can be made available through the Parks and Recreation Department for the sponsor to section off booth space.
- J. No vehicles will be permitted to drive on designated park properties without permission from the Parks and Recreation Department.
- K. The event sponsor will be responsible for the clean up of the park area immediately after the conclusion of the event. A cleanup charge will be assessed to the contact person listed on the Special Events Permit if the area to be utilized is not cleaned up after the event. See cleanup fee schedule at the Parks and Recreation Department. A cleanup fee will be charged based upon the time and equipment necessary to complete the cleanup task.
- L. No pets are allowed within the softball complex or within the fences of the baseball fields. Pets in all other park areas must be on a leash and owners are required to clean-up after their pets. Violators are subject to a \$25 fine.
- M. Any event held on the property adjacent to Webster Hall must obtain permission from the Community Church who are the owners of the property; the Community Church will be the owners of Webster Hall as of August, 2005.